



Department of General Services  
Procurement Division  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605-2811

State of California  
**Western States Contracting Alliance  
Master Price Agreement  
User Instructions**

CONTRACT NUMBERS:	7066
CONTRACTORS:	GRAINGER INDUSTRIAL SUPPLY
PRODUCTS/SERVICES:	INDUSTRIAL SUPPLIES AND EQUIPMENT JANITORIAL SUPPLIES AND EQUIPMENT LIGHTING PRODUCTS
CONTRACT TERM:	12/19/2005 through 11/30/2007
DISTRIBUTION LIST:	POSTED ELECTRONICALLY ON DGS/PD/WSCA INTERNET WEB PAGE

The most current User Guide and California General Provisions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following User Guide and California General Provisions.

1. **OVERVIEW**

The purpose of this WSCA Master Price Agreement is to provide a purchasing vehicle for Industrial Supplies and Equipment, Janitorial Supplies and Equipment and Lighting Products for all State Agencies and local government agencies, which is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 12110.

**The State of California will participate until the California Strategic Sourcing Initiative (CSSI) contract for Maintenance, Repair and Operating (MRO) supplies is awarded and user instructions have been distributed. Once available, departments will be required to utilize the CSSI contracts as their primary source for Industrial Supplies.**

While the State of California makes this WSCA Master Price Agreement available to local governmental agencies, each local agency should make its own determination of whether using this WSCA Master Price Agreement is consistent with its procurement policies and regulations.

**ORIGINAL SIGNATURE ON FILE**

**Cathy Brown, Multiple Award Program Manager**

**12/19/2005**  
**Date**

**WESTERN STATES CONTRACTING ALLIANCE (WSCA) USER GUIDE**  
**INDUSTRIAL SUPPLIES & EQUIPMENT, LIGHTING PRODUCTS,**  
**JANITORIAL SUPPLIES & EQUIPMENT**  
**GRAINGER INDUSTRIAL SUPPLY**  
**7066**

**2. STATE OF CALIFORNIA, PROCUREMENT DIVISION, CONTACT**

Department of General Services  
Procurement Division  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA

Contact: Helen Gonzales  
Phone: 916/375-4579  
Fax: 916/375-4663  
E-Mail: [helen.gonzales@dgs.ca.gov](mailto:helen.gonzales@dgs.ca.gov)

**3. WSCA CONTRACT INFORMATION**

Grainger Industrial Supply  
3691 Industrial Blvd.  
West Sacramento, CA 95691

Contact: Doug D'Alessio  
Phone: (916) 503-0229  
Fax: (916) 471-0515  
E-Mail: [doug.d'alessio@grainger.com](mailto:doug.d'alessio@grainger.com)

**4. WSCA BASE CONTRACT**

This WSCA contract is based on some or all of the products and/or services and prices from WSCA Industrial Supplies and Equipment, Lighting Products, Janitorial Supplies & Equipment (Nevada).

A copy of the actual WSCA Master Agreement is available on the Internet at:  
[http://www.aboutwsca.org/contracts/industrial\\_supplies.cfm](http://www.aboutwsca.org/contracts/industrial_supplies.cfm)

**5. GUIDELINES/RULES**

- Ordering state agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, Purchasing Authority Manual and California Codes.
- State and local government agency use of WSCA contracts is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges, that is empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the WSCA program is consistent with their procurement policies and regulations.

**6. MAXIMUM ORDER LIMITATION (Local Governments are Exempt)**

- WSCA Program Limitation: \$500,000.
- All orders are subject to most current Management Memo (Currently MM 03-10 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued.
- All WSCA orders over \$250,000.00 must be reported to DGS/PD within 5 working days of execution using the NCA. Approval by the department's Agency Secretary and Department Director or immediate next ranking official must be secured on the order and must be an original signature. The location on the order for the signatures is up to each individual ordering entity. A copy of the NCA must be retained in the procurement file.
- For all orders under this contract, the ordering agency is not required to obtain three quotes. For State Agency orders exceeding \$500,000., the ordering agency must have DGS approval prior to issuance of the purchase order.

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**7. DOLLAR THRESHHOLDS (Local Governments are Exempt)**

Departments executing WSCA orders over \$500,000.00 must obtain DGS/PD approval prior to executing the purchase document. The following information must be documented by the department and submitted to DGS/PD:

- Identify the need for the goods and/or services and the dollar value of the impending purchase document.
- Explain how the department has determined that issuance of a purchase document to this particular contractor makes good business sense and how best value for the department has been achieved.

Upon review and approval of the documentation submitted, DGS/PD will issue an approval letter concurring with the department's request. Upon receiving approval from DGS/PD, the department may proceed to execute the order.

All orders at this dollar threshold must also be reported to DGS/PD within 5 working days of execution using the NCA form. <http://www.documents.dgs.ca.gov/pd/delegations/nca.pdf>

All relevant documentation, including the NCA must be retained in the procurement file.

Exempt entities and local governments are not subject to these order limits. Go to DGS/PD web site [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) to obtain a copy of the most current Management Memo (currently MM 03-10 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued.

**8. PRICING**

Agencies should contact the contractor to see if there is a large quantity discount available. Additionally, educational discounts may be available for educational entities. Please contact the contractor for additional information. See Attachment A for pricing.

**9. EXECUTING THE PURCHASE ORDER**

**THE WSCA CONTRACT NUMBER 7066 MUST BE SHOWN ON THE PURCHASE ORDER.**

- State agencies shall use a Purchasing Authority Purchase Order (Std. 65) for purchases and services.
- Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.
- Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65: <http://www.osp.dgs.ca.gov/pdf/std065.pdf>
- The ordering agency defines the project scope to determine which goods and related services are needed, and checks the electronic catalog for pricing. Then the ordering state agency completes a Form 65 (Purchasing Authority Purchase Order), including all pertinent information for each individual

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order issued against the Agreement and sends the Form 65 to the selected Contractor. NOTE: CAL-Card (procurement card; i.e. visa) orders are also accepted.

- As a hard copy catalog is not available, you must print a copy of the contract terms and conditions, the Participating Addendum, and a copy of the e-quote from your order and retain this in your files. It is not necessary to provide a copy of each page to DGS. Additionally, it is not the contractor's responsibility to provide this information to you.

**10. ON-LINE ORDERING**

Contact the supplier representative to discuss setting up an online ordering website for your agency. State agencies must still provide a copy of the ordering document to the Department of General Services, Procurement Division. If using a CAL-Card, a copy of the on-line order acknowledgement must be sent in place of the ordering document. THE AGENCY BILLING CODE MUST BE INCLUDED ON EITHER DOCUMENT **(Local Governments are Exempt)**.

**11. PURCHASE ORDER DISTRIBUTION**

**For state agencies, copies of the STD. 65 with original signatures, or if using the CAL-Card, copies of the order acknowledgement, must be sent to the Contractor, State Controller and Department of General Services, Procurement Division. For local agencies, copies of purchase orders are not required.**

Department of General Services  
Procurement Division  
Data Entry Unit-Second Floor North  
P.O. Box 989052  
West Sacramento, CA 95798-9052  
IMS: Z-1  
State Controller's Office

3301 C Street, Room 404  
Sacramento, CA 95814  
Attn: Audit Unit

**12. PAYMENTS AND INVOICES**

**a. Payment Terms**

See **WSCA Supplier Contract Information** (Attachment A) for Payment Terms.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

Local government agencies may make payments according to their statutory requirements.

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**b. Payee Data Record (Std. 204)**

Each state accounting office must have a copy of the attached Payee Data Record (Std. 204) in order to process payment of invoices. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

**13. TERMINATION**

Any State or Local agency may terminate any order against this agreement upon 30 days notice provided the products or services have not already been accepted. This does not affect the termination clause of the WSCA Master Price Agreement concerning failure to perform or upon mutual consent.

**14. DGS ADMINISTRATIVE FEE**

There is no charge to the agency for the DGS Administrative fee and will not be invoiced by the contractor for the use of this contract.

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**ATTACHMENT A**

**WSCA CONTRACT ORDERING INFORMATION**

Contractor Name	<b>Grainger Industrial Supply</b>
Contract Number	7066
Contract Term Dates	12/22/2005 through 11/30/2007
WSCA Master Agreement	<a href="http://www.aboutwsca.org/contracts/industrial_supplies.cfm">http://www.aboutwsca.org/contracts/industrial_supplies.cfm</a>
CA Participating Addendum and CA General Provisions	<a href="http://www.documents.dgs.ca.gov/pd/wsca/industrial/Grainger-PA-2005.pdf">http://www.documents.dgs.ca.gov/pd/wsca/industrial/Grainger-PA-2005 .pdf</a>
Ordering Address	3169 Industrial Blvd. West Sacramento, CA 95691
Contact	Doug D'Alessio
Phone	916/503-0229
Fax	916/471-0515
Email	Doug.D'Allesio@grianger.com
Pricing (Website) Category Warranty Delivery Shipping Freight	<a href="http://www.aboutwsca.org/contracts/industrial_supplies.cfm">http://www.aboutwsca.org/contracts/industrial_supplies.cfm</a>
Contractor Ownership Information	Grainger Industrial Supply is a large business enterprise.
Payment Terms	Net 45 days
FEIN	36-1150280
CAL-Card Accepted	Grainger Industrial Supply accepts the State of California credit card (CAL-Card).  A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.